



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Position Applied for: _____

Desired Salary: \$ _____ Date Available: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for Communities In Schools (CIS)? YES NO If yes, when? _____

Were you referred by a CIS employee? YES NO

If yes, who: _____

Education

High School: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Licenses & Certifications

License/Certification: _____ Date obtained: _____

License/Certification: _____ Date obtained: _____

License/Certification: _____ Date obtained: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Email: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Email: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Email: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Applicant Certification

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery. I understand that submission of an

application does not guarantee an interview or employment. I further understand that, should an offer of employment be extended by Communities In Schools (hereinafter referred to as "CIS") that:

- CIS is an at-will employer as allowed by applicable state law. This means that if hired CIS or I (Employee) may terminate the employment relationship at any time, for any reason, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of CIS or its representatives used during the selection process is deemed a contract of employment real or implied.
- I understand that if offered a position, I will be required to submit to a criminal background check and submit for a pre-employment drug screening as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed. If employed with CIS, I am obligated to self-disclose citations, arrests or other activity that may affect my job and/or access to Communities In Schools Sites.
- I hereby authorize all schools, former employers, references, courts and any others who have information about me to provide such information to CIS and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature: _____ Date: _____